

WEB PAGE POSTING AND MAINTENANCE

Purpose This Meteorology and Air Quality (MAQ) procedure describes the process for posting instructions, analytical data and reports from Air Quality projects on the group's public (Green) and internal (Yellow) web pages for public access or use by facility managers and Laboratory environmental professionals.

Scope This procedure applies to all materials and data posted to the World Wide Web (WWW) by MAQ personnel.

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**Hazard
Control Plan** The hazard evaluation associated with this work is documented in HCP-MAQ-Office Work.

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09/02/03

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Users are responsible for ensuring they work to the latest approved revision.

General information about this procedure

Attachments This procedure has no attachments.

History of revision This table lists the revision history and effective dates of this procedure.

Revision	Date	Description of Changes
0	9/4/03	New document.

Who requires training to this procedure? The following MAQ personnel require training before implementing this procedure:

- MAQ Web Master
- MAQ Web designers who design pages to publish/post to the WWW

Training method The initial training method for this procedure is **on-the-job** training by a previously trained individual, and is documented in accordance with the procedure for training (MAQ-024).

Annual retraining is required and will be by self-study (“reading”) training.

Prerequisites In addition to training to this procedure, the following training is also recommended prior to performing this procedure:

- Education and/or experience in web page design and editing

Definitions specific to this procedure None.

General information, continued

References

The following documents are referenced in this procedure:

- MAQ-024, “Personnel Training”
 - <http://resources.lanl.gov/index.php> for LANL IA standards for web postings and security reviews
 - IA-6305, “Classification Review and Publication Release for Internet/WWW Publications”
(http://int.lanl.gov/projects/ia/stds_views/stdscatwebdev.shtml)
 - IA-7202, “Online Classification Review Process for Laboratory WWW Material”
(http://int.lanl.gov/projects/ia/stds_views/stdscatwebdev.shtml)
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Note

Actions specified within this procedure, unless preceded with “should” or “may,” are to be considered mandatory guidance (i.e., “shall”).

Background

Web pages

The Meteorology and Air Quality Group maintains web pages to communicate compliance data, environmental surveillance data, and other information to customers inside and outside the Laboratory.

Web sites

The Laboratory currently has two major security partitions that can be accessed via the World Wide Web (WWW). The “Green” is open to public access and the “Yellow” is limited to internal Lab access only. The group maintains a web site in each partition. The Green site contains or links to all published group reports, general program descriptions of each group program, all Quality Management documentation, historical Rad-NESHAP analytical data, and most current and historical meteorological, NESHAP, AIRNET, NEWNET, and thermoluminescent dosimeter analytical data. The Yellow site links to all information on the green page and additionally links to instructions for conducting Laboratory compliance programs and the most current Rad-NESHAP analytical data.

Meteorological data are maintained on a separate green site known as The Weather Machine. Steps to update these pages are not covered in this procedure.

Software used

The higher level pages within both sites are generated and maintained using Macromedia’s Dreamweaver MX. Most lower-level data pages are generated directly using an Access2002 “web wizard” to export data to HTML format. Some lower-level data pages use dynamic data display (ASP and ColdFusion).

Security reviews

Security review requirements differ for each partition and will be detailed below.

Changing or creating web pages

Requesting revision to web pages

Any group member may determine a need for new page or pages to support a group or Laboratory activity. Obtain team and/or group leader approval for concept.

Making changes

The group member works directly with a web designer to develop and produce the desired upgrades to the group's web sites. Peer review should be considered for major changes and pages with critical information.

Testing

The **web designer** tests functionality of draft product extensively.

Determine if security review needed

If the changes or additions to the web page involve anything beyond cosmetic or editorial revisions (e.g., adding new links or changing the amounts and types of data displayed), the **web designer** informs the web master to request a security review (see next chapter).

Posting web pages

After any needed security review, the **web master** or the **web designer** (if designated by web master) posts the approved pages to the production web.

Security reviews

Status of draft pages If a security review is needed, the draft pages will be considered to be sensitive pending Authorized Derivative Classifier (ADC) review. These draft pages will NOT be posted to either production web site (Green or Yellow) prior to receiving approval for release from the ADC or S-7.

Requesting security review of draft web pages The **web master** requests a security review by MAQ Authorized Derivative Classifier (ADC) by providing the ADC a specific URL draft address on the MAQ local network and a general discussion of the nature of the changes or upgrades.

Security review and approval The group's **Authorized Derivative Classifier** (ADC), upon request by the web master, performs a security review of the submitted draft web pages, and determines if additional review and approval by S-7 is necessary. [Refer to the documents IA-6305, "Classification Review and Publication Release for Internet/WWW Publications," and IA-7202, "Online Classification Review Process for Laboratory WWW Material" (available at http://int.lanl.gov/projects/ia/stds_views/stdscatwebdev.shtml).]

Documenting security review The **web master** prints and files in the group's permanent records all determinations by the ADC with a screen shot documentation of the pages reviewed.

Maintaining the web sites

Checking internal links The **web master** performs a monthly check for internal broken links using a Dreamweaver MX tool.

Checking external links Every quarter, the **web master** should ask the page owners to check all external (outgoing) links.

Checking incoming links Every quarter, the **web master** should check all external (incoming) links from major LANL pages (e.g., organization list, division pages, environmental page of the external LANL web, useful services, etc.).

Maintaining templates The **web master** maintains the basic template design using both LANL and RRES Division guidelines.

Records resulting from this procedure

Records

The following records generate as a result of the procedure are to be submitted **within 2 weeks of generation** to the records coordinator:

- ADC review and approval
- Screenshot of web pages approved by ADC or S-7

